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RECOMMENDATIONS

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1. THAT OVERTIME BE DISCONTINUED EXCEPT TO THE EXTENT REQUIRED FOR SATURDAY COVERAGE

Cable traffic received in the Agency after close of business the previous day is required to be sorted and available for Staff personnel before the beginning of business each day. To perform this task the Chief of the [] (GS-9) reports each morning at 0630 and the (GS-6) clerk who is assigned to cables during the day arrives at 0730. The number of cables for this initial sort is about 200. The sorting task requires about one hour to complete. (This time could be reduced if the sorter would refrain from stamping with a rubber stamp C/WH on the copy designated for the Chief/WH. The stamp adds nothing to the cable and appears to serve no useful purpose.)

Service on Saturday is required from 0830 to 1230. The last pickup and delivery of cables is made at 1200. The [] does not service the WH Division after 1200. After that time, staff members hand carry to the Cable Secretariat any outgoing cables they might have. Three [] personnel have been reporting for duty on Saturdays at 0700 and 0800 and working until 1600 and 1700. During the four week pay period studied 181 hours overtime were reported for Saturdays at a cost of \$724. Other [] studied during this survey have one or two persons cover the [] on Saturday for a five-hour period. This duty is rotated among the cable analysts.

[] personnel stated that the work they performed on Saturday afternoons was:

[] worked on her crypto and pseudo cards,
[] processed the nonaccountable materials,
[] does work not completed on Friday, such
as logging dispatches, noting subject on back of
Top Secret IBM control cards and hand carries.

On the premise that the WH [] would operate on a five-hour schedule on Saturday with the services of the GS-5 and GS-6 clerks (if two persons are required to cover the []), the 181 hours at a cost of \$724 could be reduced to 80 hours at a cost of \$278 for a like period. Perhaps, a study of work requirements for Saturday would be beneficial to determine actual coverage needed.

Other [] reported that persons reporting early each day leave early--no overtime required. With its current daily workload, such an arrangement appears feasible for the WH []

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2. THAT THE TYPING OF CABLE LOGS BE DISCONTINUED AND THE PROCEDURES FOR CONTROLLING CABLES BE REVISED.

One clerk is responsible for logging, distributing, and sorting cables for filing. Cables are logged and a chrono copy filed by station and station number, except Rybat and Kapok which are not maintained by the []

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About 60% of clerk's time is spent preparing logs for cables. Logging is done by typing the following information:

on incoming--

Station and Number	IN number	Subject (usually one long line)	Where sent for action
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on outgoing--

Station to which going	Subject	Originator (and office if not from WH)
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Requests for cables are usually by IN or DIR number. In order to retrieve a cable the log must be checked to determine station and station number. In some instances requests are made by station and station number.

Of the four [] checked only WH prepares a log. Other [] file cables by IN number and DIR numbers. These are readily located for reference purposes. If the IN or DIR number is not known the other [] do not hesitate to call the Cable Secretariat where the information is on file. Distribution of the action copy of the cable is recorded on the chrono copy maintained by these registries. The chrono copies suffice for control purposes.

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WH should convert its file system to the chronological method and discontinue typing a detailed log for a cross reference. During the interim period, until all persons are schooled in requesting cables by IN or DIR number the [] may find the use of Form 801, copy attached, helpful for cross referencing the station and the station number only. Within a short period this form should also be discontinued.

Maintaining cables in chronological order would eliminate the typing of logs, breaking down cables by station for filing in individual folders for each of the [] stations and cases, expedite processing of cables, and free for other duties, at least, 30% of one clerk's time now spent on typing logs.

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3. DISCONTINUE MAKING AND KEEPING LOGS FOR OUTGOING DISPATCHES (W AND S'S)

25X1 One clerk spends 65% of his day logging outgoing dispatches. This action appears to serve no purpose but to delay the routing of the dispatch to the RI/ []

W's (Operational outgoing) are controlled on Form 311 by recording the dispatch number, originator, date typed, number of copies, attachments, brief subject topic, and date dispatch sent. On Rybat all but the subject is entered on the log. This information is also maintained at the branch level.

S's (administrative outgoing) are controlled on Form 59-140 Dispatch Number Control Sheet by recording only the date the dispatch leaves the Division. A copy is also retained by the [] Seldom, if ever, is there a need to refer to these logs.

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25X1 The other [] studied do not control outgoing dispatches. They rely on the chrono copy, if kept, or on the log record maintained by RI.

25X1 In addition to logging, the clerk reviews the outgoing dispatch to determine if correct number of copies is attached, if dispatch has been seen by all persons listed on the routing sheet, checks to see if properly signed off, etc. On some operational dispatches he also dates, envelopes, seals and hand carries to RI/ [] for checking. RI then sends on to D&P for pouching. Determination as to whether dispatch is in proper order appears to be a misassignment of responsibilities. Eliminating this responsibility and the necessity of logging outgoing dispatches would free this clerk for other duties. Perhaps the processing of nonaccountable materials, now being done on Saturdays could be assigned to this clerk.

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4. THAT THE CHRONO COPIES OF T DISPATCHES BE DISPENSED WITH AND THE ABSTRACT ITSELF USED FOR CONTROL PURPOSES

25X1 The [] is maintaining a chrono copy of all administrative T dispatches, as well as, making abstracts on which the subject is briefed sufficiently to give one the gist of the content of the dispatch. If sufficient copies of a dispatch are not received the control clerk makes a thermofax copy for her files. About ten a day are reproduced.

25X1 The [] also records on the abstract the branch or desk to which the dispatch is being referred for action. No further follow up action is done by the [] The chrono copies and the abstracts are being re-
25X1 tained in the [] for two years.

25X1 According to the Records Control Schedule prepared for the CS Support Staffs in 1960, chrono copies of dispatches are authorized for destruction after six months. If the primary reason for keeping the abstracts is to be able to tell where the action copy was sent then the abstract would suffice for [] purposes.

25X1 Discontinuing the maintenance of chrono copies would permit the []
25X1 [] to dispose of six cubic feet of inactive dispatches, eliminate the need for breaking down for filing the copies of T dispatches in station file [] (breaks) and permit utilization of clerk's time for other duties.

5. THAT FORM 44h ABSTRACT FILE SLIP BE USED IN LIEU OF FORM 44b FOR THE ABSTRACT FILE

Form 44d is an 8-part MCR form which costs \$35.41 per M. Form 44h is the same format but a one-part continuous form costing \$8.79 per M.

When a dispatch is being recorded the control clerk tears off one part of the 8-part form and types up the abstract. For each additional dispatch another part of the 8-part form is used. Since only one copy of an abstract is made, the continuous Form 44h, copy attached, would preclude the need for inserting in the typewriter a 3x5 form for each dispatch, would be easier to handle in the typewriter, would speed up the typing operation, and would be less expensive to procure and to use.